



Opportunity Scholars

Manager of Development and Growth

Location: Virginia (Hybrid/Local travel expected)

Compensation: \$50,000–75,000 + performance-based bonus + bi-weekly stipend for travel and expenses

About Opportunity Scholars

Opportunity Scholars helps young adults from low- and middle-income families move confidently into sustainable, high-demand careers. We partner with local schools, employers, and community colleges to create the lowest cost pathway to education and employment in Virginia.

Our mission is to empower young adults to gain the education, skills, and confidence they need to succeed in the workforce — and we're growing. We're looking for a driven, innovative professional to help us expand our reach and impact across the Commonwealth.

The Opportunity

If you're energized by connecting people to purpose, building relationships, and making measurable impact, this role is for you. As our Manager of Development and Growth, you'll play a key role in driving fundraising, donor engagement, and partnership growth that fuels Opportunity Scholars' mission.

You'll work closely with the CEO and Board to build strong community and donor relationships, identify new funding opportunities, and design creative campaigns that share the impact of our work with the world.

Why Join Opportunity Scholars

- Be part of a fast-growing organization changing lives across Virginia.
- Work directly with leadership to shape the future of our fundraising and growth strategy.
- Enjoy flexibility, autonomy, and the chance to innovate.
- Competitive salary, performance bonus, and travel/expense stipend.
- Meaningful work with measurable community impact.

Key Responsibilities

Fundraising & Development

- Implement and refine Opportunity Scholars' fundraising strategy to meet annual revenue goals.
- Research and cultivate relationships with individual donors, family foundations, and corporate partners.
- Identify and pursue new grant opportunities; write compelling grant proposals and reports.
- Develop donor appeals, campaigns, and giving programs (including annual and special giving).
- Collaborate with the CEO to plan and execute fundraising events and donor stewardship activities.

Donor Relations & Stewardship

- Maintain and grow relationships with current donors and community partners.
- Coordinate with board members, organization leaders, and supporters to identify and engage new prospects.
- Create meaningful donor communications that demonstrate impact and inspire continued giving.
- Maintain accurate records of donor interactions, pledges, and campaigns.

Growth & Community Engagement

- Support the program team with outreach and recruitment activities that expand student and partner engagement.
- Represent Opportunity Scholars at community events, business roundtables, and partner meetings.
- Identify opportunities for collaboration that elevate the organization's visibility and reputation.
- Track performance metrics and help guide data-driven decisions for future campaigns.

Qualifications

- Bachelor's degree or equivalent experience.
- 3+ years of experience in fundraising, development, sales, or related fields.
- Proven success in grant writing or donor cultivation preferred.
- Exceptional communication, relationship-building, and writing skills.

- Self-starter with strong organizational and time-management abilities.
- Comfortable working both independently and collaboratively.
- Maintain a valid Driver's License
- Passion for education, workforce development, and community impact.

How to Apply

Send your resume and a brief cover letter explaining why this opportunity excites you to kari@opportunitiescholars.org with the subject line: *Manager of Development and Growth – [Your Name]*.

Applications will be reviewed by our hiring team on a rolling basis until the position is filled.